

APPLICATION FOR HORIZONTAL PROPERTY REGIME REVIEW (HPR)

Fee: \$1,111.00, plus \$111.00 per lot

DATE: _____

DOCKET # _____

The undersigned agrees that any construction, reconstruction, enlargement, relocation or alteration of structure, or any change in the use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana, and the Zoning Ordinance of Carmel, Indiana - 1980, adopted under the authority of Acts of 1979, Public Law 178, Sec. 1, et. seq. General Assembly of the State of Indiana, and all Acts amendatory thereto.

Name of Applicant: _____ Phone _____ Email: _____

Address of Applicant: _____ Fax _____

Name of Owner: _____

Name of Project: _____

Legal Description **(To be typewritten on separate sheet and attached).**

Area (in acres): _____ Number of Lots/Units: _____

Length in miles of new streets to be dedicated to public use; if applicable: _____

Surveyor certifying plat: _____

Surveyor's address and phone # _____

Signature of Applicant: _____ (Print) _____

TITLE: _____

STATE OF INDIANA

SS:

County of _____

Before me, the undersigned, a Notary Public for _____ County, State of Indiana, personally appeared and acknowledge the execution of the foregoing instrument this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

5.1.10 Application for H.P.R: Two (2) copies, or more if necessary, of the secondary plat and the construction plans, together with supporting documents, shall be submitted to the Building Commissioner with this application and the application fee as indicated in Section 29.6 of the Zoning Ordinance.

Additional plans to be distributed to necessary authorities by applicant.

FEE: _____

Received By: _____

HPR CHECK LIST

Name of Applicant: _____

Name of Project: _____

Date of Submission: _____ Reviewed by: _____

Date of Preliminary Plat Approval: _____

A. MYLAR AND TWO COPIES OF PLAT TO ILLUSTRATE:

- _____ 1. Name of subdivision
- _____ 2. Words "Horizontal Property Regime Review"
- _____ 3. Date of submission or latest revision
- _____ 4. Plat drawn 50' = 1" scale with north arrow
- _____ 5. Names, addresses, phone numbers: Owner, subdivider, surveyor
- _____ 6. Registered surveyor's signature, seal and date
- _____ 7. Accurate tract boundary lines: Show dimensions, angles, bearings
- _____ 8. Source of title of ownership and legal description
- _____ 9. Streets and rights-of-way (existing and proposed)
 - a. Locations
 - b. Names
 - c. Widths
- _____ 10. Complete curve notes
- _____ 11. Dimensions of land to be dedicated or reserved
- _____ 12. Monuments and markers (location, type, material, size)
- _____ 13. Easements (location, widths, use)
- _____ 14. Building setback lines
- _____ 15. Legends and notes
- _____ 16. Registered land surveyor's certificate
- _____ 17. Certification of dedication of streets and public property
- _____ 18. Certificate of approval by Commission (opening page)
- _____ 19. Certificate of acceptance by Board of Works or County Commissioners
- _____ 20. Restrictions or covenants
 - a. Fences in detention/retention areas
 - b. Lighting - dusk to dawn lights
 - c. Maintenance of common areas
- _____ 21. Subdivider Agreement Form

B. SECONDARY SUPPORTING DATA TO BE PROVIDED.

- _____ 1. Letters of approval submitted by the following:
 - a. Hamilton County Surveyor
 - b. Hamilton County Highway Department
 - c. Hamilton County Soil & Water Conservation District
 - d. Carmel City Engineer
 - e. Fire Chief - Carmel Fire Department
 - f. Carmel City Utilities Department

- _____ 2. Certification of Notification
 - a. Police and Sheriff
 - b. Water and sanitary sewer utilities
 - c. Electric, gas, phone utilities
 - d. Carmel/Clay Schools
 - e. Hamilton Health Department (if septic)
 - f. Carmel Board of Public Works
- _____ 3. Report describing water system, sanitary sewer system and storm drainage system.
- _____ 4. Statement from State Highway Department, County Highway Department or City Street Department (rights-of-way, road improvements, roadside drainage, entrances, culvert pipes, condition of existing roadway and its suitability to handle proposed traffic must be specified).
- _____ 5. Soils map and report from Hamilton County Soil & Water Conservation District showing soil limitations based upon intended usage.
- _____ 6. Letter from the Carmel Board of Public Works or other appropriate authorities stating that said authority has capacity for sewer/water hookups.

C. TWO COPIES OF CONSTRUCTION PLANS TO INCLUDE:

- _____ 1. Professional engineer's or registered land surveyor's signature, seal and date
- _____ 2. Proposed method of sewage disposal
- _____ 3. Proposed water supply method
- _____ 4. Proposed fire hydrant system
- _____ 5. Proposed method of drainage including detention/retention both onsite and offsite.
- _____ 6. Proposed street lighting and signage plan
- _____ 7. Proposed landscaping and screening plan, if required
- _____ 8. Proposed parking plan (cluster)
- _____ 9. Plans, profiles, cross-sections and specifications
- _____ 10. Proposed cut and fill map

1D. FINANCIAL PERFORMANCE AND MAINTENANCE GUARANTEES

- _____ 1. Written statement of commitment